

Message Text

UNCLASSIFIED

PAGE 01 USNATO 04503 01 OF 02 051001Z
ACTION OIC-02

INFO OCT-01 EUR-12 ISO-00 /015 W
-----024864 051009Z /21

R 050953Z MAY 78
FM USMISSION USNATO
TO SECSTATE WASHDC 1296

UNCLAS SECTION 01 OF 02 USNATO 04503

FOR IO/OIC

E.O. 11652: NA
TAGS: OCON
SUBJECT: ADMINISTRATIVE ARRANGEMENTS - MAY MINISTERIAL

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THE FOLLOWING MEMO WAS RECEIVED FROM THE NATO EXECUTIVE
SECRETARIAT REFERENCING APRIL 25/26 MEMO OF UNDERSTANDING
(PARAGRAPH 20):

"SUBJECT: WASHINGTON MINISTERIAL 1978.

I. PHASING IN OF LOCAL STAFF

- REFERENCE: PARAGRAPH 20 OF MOU

DATE	STAFF REQUIRED	ASSIGNMENT
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23RD MAY	1 SECRETARY	FOR DEPUTY EXECUTIVE
-	SECRETARY	
-	1 SECRETARY	FOR INFORMATION SERVICE

25TH MAY	1 SECRETARY	FOR PRESS SERVICE
-	1 SECRETARY	FOR SECURITY SERVICE
-	2 HELPERS (AT	FOR CONFERENCE AND
-	LEAST ONE MALE)	REGISTRY SERVICE

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26TH MAY	1 SECRETARY	FOR INFORMATION SERVICE
-	1 HELPER	FOR INFORMATION SERVICE

27TH MAY	2 HELPERS (AT	FOR CONFERENCE AND
-	LEAST ONE MALE)	REGISTRY SERVICE - TO
-		BE AVAILABLE UPON

- ARRIVAL OF CHARTER FOR
- SETTING UP REGISTRY

28TH MAY 1 HELPER FOR CONFERENCE AND
- REGISTRY SERVICE

29TH MAY 2 RECEPTIONISTS FOR GENERAL INFORMATION
- DESK

30TH MAY 1 HELPER FOR CONFERENCE AND
- PLUS 2 HELPERS REGISTRY SERVICE
- FROM 8 P.M. TO
- 8A.M. ON 31ST MAY

NOTES:

1. THE STAFF LISTED ABOVE IS REQUIRED FROM THE DATE OF PHASING IN UNTIL THE TERMINATION OF THE CONFERENCE (EXCEPT THE 2 HELPERS REQUIRED FOR THE NIGHT OF 30TH-31ST MAY ONLY).
 2. FOR SATURDAY, 27TH AND SUNDAY, 28TH MAY REQUIREMENTS FOR LOCAL STAFF MAY PROBABLY BE SOMEWHAT REDUCED BUT THIS IS DIFFICULT TO DETERMINE IN ADVANCE AND WILL BE DECIDED BY THE SECTIONS CONCERNED UPON ARRIVAL IN WASHINGTON. MONDAY, 29TH MAY WILL BE A FULL WORKING DAY AND ALL LOCAL STAFF WILL BE REQUIRED AS SHOWN ABOVE.
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3. ON 31ST MAY THE FULL TEAM OF CONFERENCE & REGISTRY HELPERS WILL BE REQUIRED TO STAY UNTIL ALL WORK IS FINISHED AND ALL BAGS PACKED.
4. A NUMBER OF THE CONFERENCE & REGISTRY HELPERS WILL BE REQUIRED TO CARRY OUT HEAVY TASKS, E.G. CARRY BAGS OF CLASSIFIED DOCUMENTS, MOVE FURNITURE AND EQUIPMENT ETC.
5. DEPENDING ON WHETHER THE CLASSIFIED BAGS WILL REMAIN IN THE STATE DEPARTMENT UNTIL THE DEPARTURE OF THE CHARTER ON 2ND JUNE, 3 OR 4 MALE HELPERS WILL BE NEEDED EITHER ON 1ST OR 2ND JUNE TO ASSIST THE SECURITY SERVICE IN CARRYING THESE BAGS.
6. THE GENERAL INFORMATION DESK SHOULD BE IN THE CONFERENCE AREA BUT COULD BE OUTSIDE THE SECURE AREA, IN WHICH CASE THE RECEPTIONISTS NEED NOT BE COSMIC CLEARED.

II. CATERING REQUIREMENTS IN STATE DEPARTMENT FOR WEEK-END 27TH-29TH MAY

THE INTERNATIONAL STAFF CAN DO WITHOUT
CAFETERIA FACILITIES ON 27TH-28TH MAY, SINCE CONFERENCE
ACTIVITIES WILL PROBABLY BE ON A MORE LIMITED SCALE ON
THESE DAYS AND SANDWICH/DRINK MACHINES ARE AVAILABLE.
HOWEVER, THE 29TH MAY WILL BE A FULL WORKING DAY AND
THERE SHOULD BE CATERING FOR THE INTERNATIONAL STAFF
AS WELL AS DELEGATIONS.

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UNCLAS SECTION 02 OF 02 USNATO 04503

L. KLETTE, OFFICE OF THE SECRETARY GENERAL."
BENNETT

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